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9 June 1964

Staffing of USIB Matters Within CIA

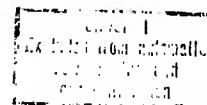
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1.  assigns certain responsibilities to the DDI with respect to CIA activities relating to USIB. Among these responsibilities are those of developing a coordinated CIA position on USIB matters for the approval of the Deputy Director of Central Intelligence, ensuring that CIA makes an appropriate response to requests for information or reports authorized by the USIB, and taking necessary steps to see that appropriate instructions are issued within CIA when decisions of USIB require implementing action on the part of CIA.

2. The arrangements necessary to enable the DDI to carry out these responsibilities and to ensure adequate staff support to the CIA member of USIB and to his alternate should include the following:

a. An agreement by all concerned that matters relating to estimates will continue to be handled as at present by ONE.

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b. Assignment within the Office of the DDI of a staff officer and secretary (both full time) to monitor all other USIB activities. (The suggested functions of the staff officer are attached.)

c. Provision of necessary clearances for the staff officer and secretary. (They will handle papers and matters of all classifications.)

d. Agreement by the USIB Executive Secretary to continue to make distribution of USIB documents to CIA officers and elements.

e. Agreement by the other Deputy Directors to honor deadlines set by the staff officer and to submit responses through the DDI to the DDCI.

f. Attendance by the staff officer at all USIB meetings and at DCI pre-USIB briefings.

g. Designation by the other Deputy Directors of a focal point in each Directorate for USIB matters.

h. Authorization for the staff officer to make action assignments on USIB matters to elements within a Directorate when such assignment is clearly appropriate. In such cases

he would inform the Directorate focal point. If the appropriate action assignment is not apparent, the staff officer can consult with the Directorate focal point to determine it, or, if necessary, assign action to the focal point itself.

i. Agreement by all concerned that primary responsibility for effecting coordination within CIA on a USIB matter rests with the officer or office assigned action on the matter.

j. The staff officer should have ready access to the DDI and DDCI on USIB matters.

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## Suggested Mission and Functions of CIA USIB Staff Officer

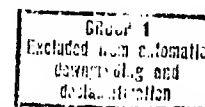
### Mission

Serves as the principal staff officer to the CIA member (DDCI) and alternate CIA member (DDI) of USIB for the coordination of all USIB related matters within the Agency, and under the direction of the alternate member, performs the following functions:

### Functions

1. Establishes and monitors distribution of USIB documents to CIA officials and components. (Actual dissemination will continue to be made by the USIB Secretariat.)
2. Under the general direction of the DDI, assigns action responsibility and deadline dates within CIA for all actions required from CIA by USIB or the Executive Secretary of USIB (except those relating to estimates) and as appropriate informs other interested elements of CIA of such action assignments.
3. Reviews all responses to action assignments to assure they are properly responsive, in proper form, and have been adequately coordinated. (Primary responsibility for coordination rests with the assigned action officer or office.)

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4. Reviews all other submissions from CIA components to USIB to ensure they have been adequately coordinated and are in proper form.

5. Supervises the establishment and maintenance of a USIB document file for day to day internal CIA use.

6. Maintains continuing knowledge of the status of all USIB actions and projects within CIA, and assures completion of actions and projects by the deadline established.

7. Obtains and, as appropriate, ensures coordination of briefing notes from CIA components prepared for the CIA member of USIB.

8. Supervises preparation of USIB briefing books for the CIA member of USIB and his alternate.

9. Keeps the CIA member of USIB and his alternate advised as appropriate concerning USIB matters and obtains on schedule their approval or decision when required on such matters.

10. Serves as the focal point within CIA for information and staff support on USIB matters (other than estimates) and maintains liaison on USIB matters with similar focal points in other USIB agencies and with the Executive Secretary of USIB.

11. Assures that the CIA member of USIB is made aware of any unresolved divergent views of the Deputy Directors on a USIB matter.

12. When decisions of the USIB require implementing action by CIA, takes the necessary steps to see that implementing instructions are issued within the Agency.

13. Controls attendance of Agency personnel at USIB meetings, and submits to the Executive Secretariat, USIB, prior to each USIB meeting a list of all Agency attendees (including ONE members) at that meeting, showing the security clearances of each person.